

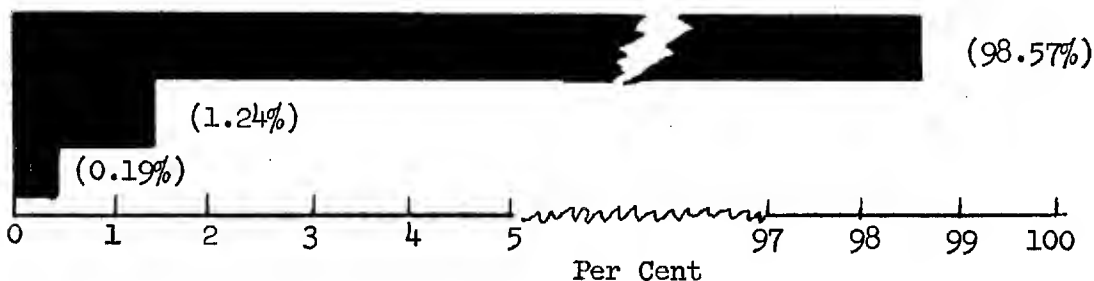
TAB B

SECRET

# Agency Overseas Tour Policy

1. The Agency's tour of duty policy has been to follow the policies of the various cover organizations used. As a practical matter, the "normal" tour has been defined in Headquarters Regulation [REDACTED] which states that "Expenses of travel and transportation incident to appointment to a post abroad or transfer from CONUS to a post abroad shall not be allowed unless the employee agrees in writing to remain at his assigned post for a period of not less than one nor more than three years prescribed in advance by the Director of Personnel." Except for the very few posts determined to be in "hardship" areas, employees are signing a 24-month tour agreement. 25X1A

2. Before the Central Processing Branch/Office of Personnel releases staff employees for PCS departure for overseas, each employee must sign a travel agreement (see Form No. 911A on next page) which, except for possibly three or four areas of the world, is a commitment to serve a minimum tour of 24 months unless terminated sooner by the Government for its convenience. Less than  $1\frac{1}{2}$  per cent of the total personnel assigned overseas went to those hardship areas where the established tour was either 12 or 18 months. The median tour agreement world-wide was 24 months and the average was 23.83 months. The following graph shows the percentage of employees who agreed to serve the various lengths of tour:



SECRET

~~CONFIDENTIAL~~

TRAVEL AGREEMENT BY STAFF EMPLOYEES ASSIGNED TO PERMANENT  
DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minimum tour of \_\_\_\_\_ from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.

2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.

3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

WITNESS:

\_\_\_\_\_  
(Employee)

\_\_\_\_\_  
Office of Personnel

Date: \_\_\_\_\_